



KAY IVEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
MARY STARKE HARPER GERIATRIC PSYCHIATRY CENTER
115 HARPER COURT
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LYNN T. BESHEAR
COMMISSIONER

BEVERLY WHITE, BSN, MS
FACILITY DIRECTOR

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITION
AN EQUAL OPPORTUNITY EMPLOYER**

JOB TITLE: Staff Development Specialist II

NUMBER: 18-19

JOB CODE: U4000

DATE: December 28, 2018

SALARY: 68 (\$32,433.60 -- \$49,190.40 Annually)

POSITION: 8802011

JOB LOCATION: Mary Starke Harper Geriatric
Psychiatry Center
Tuscaloosa, Alabama

MINIMUM QUALIFICATIONS: Bachelor's degree in a human services field, human resource management, business administration, or a related field. Experience (24 months or more) in employee training and development or a teaching role, which must include experience in organizing training events, assessing needs, and evaluating training sessions.

OR

Associate's degree in a human services field, human resource management, business administration, or a related field. Considerable experience (48 months or more) in employee training and development or a teaching role, which must include experience in organizing training events, assessing needs, and evaluating training sessions.

OR

Extensive experience (72 months or more) in employee training and development or a teaching role, which must include experience in organizing training events, assessing needs, and evaluating training sessions.

Preference will be given to applicants with experience in the mental health field.

KIND OF WORK: This is professional work in the field of employee training and development with the Alabama Department of Mental Health. Work requires processing information, independent judgement, and self-initiation. Work is performed independently under the general direction of an administrative supervisor (Nurse Educator) who reviews work for compliance with policy and the effectiveness of results. Work involves the performance, coordination and facilitation of assigned staff development training activities. Duties and responsibilities may include the following. Coordinate and facilitate Staff Development training activities; produce class schedules and agendas, assist with handout production and other classroom preparation, produce training announcements and enroll / schedule participants. Manage course documentation / record keeping. Facilitate / complete facility Staff Development performance improvement functions. Communicate with supervisors and employees providing appropriate information functions. Assist departments heads with development of employee training courses. Provide employee education / instruction / orientation and proctor testing. Enter course education and attendance data into Staff Development training data bases,

including the LMS, produce reports as needed, provide information to instructors, supervisors, and learners regarding training compliance, and provide assistance to LMS users. Attend meetings on behalf of the Staff Development Director / Nurse Educator as assigned and serve on committees / Process Action Teams, work groups, etc. Monitor, evaluate, audit, document training activities and analyze program effectiveness. Manage Staff Development supplies and equipment, maintain inventory of supplies and place orders as needed, assist property manager during annual inventory, set up audio / visual equipment for departments making requests and provide assistance as needed. Assist Staff Development Director / Nurse Educator with assuring facility Staff Development activities / responsibilities are in compliance with Joint Commission / Medicare standards.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of the principles, practices, and techniques of employee education and training development. Knowledge of the basic components of curriculum design and written learning objectives. Knowledge of the ADMH System. Ability to perform personal computer operations. Ability to communicate effectively, both orally and in writing. Ability to proofread and correct the written work of others. Ability to document and manage course information and employee training records. Ability to plan, organize, and prioritize work activities. Knowledge of / ability to understand and apply applicable Joint Commission / CMS compliance standards. Ability to work independently and/or as part of a team. Ability to plan, organize, develop, and coordinate functional education programming and staff scheduling. Ability to establish and maintain effective working relationships and collaborate with others to gather information and facilitate staff education.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their job related training, abilities, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as above mentioned. All relevant information is subject to verification. Drug screening is required. Security clearances will be conducted on prospective applicants being given serious consideration for employment whose job requires direct contact with patients.

HOW TO APPLY: Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Personnel Offices, or visit our website at www.mh.alabama.gov. Only work experience detailed on the application will be considered. Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications are to be returned to the Mary Starke Harper Geriatric Psychiatry Center, Human Resources Department, 115 Harper Court, Tuscaloosa, Alabama 35401 by the deadline shown below in order to be considered for this position. An official copy of your academic transcripts is required and must be forwarded by the school, college, or university to the HR Office at the above address.

DEADLINE: Until Filled

Click Here to Apply:
<https://tinyurl.com/y2pxr4sr>